



DEPARTMENT OF CORPORATIONS

JOB OPPORTUNITY

Arnold Schwarzenegger, Governor

WAYNE STRUMPFER, California Corporations Commissioner

SUNNE WRIGHT MCPEAK, Agency Secretary

Release Date: September 15, 2005

CLASSIFICATION: **ASSOCIATE GOVERNMENTAL PROGRAM ANALYST**
One Position - Permanent/Full Time - Sacramento

FINAL FILING DATE: **UNTIL FILLED**

SALARY: \$4111-\$4997

POSITION LOCATION: Office of Public Affairs, 1515 K Street, Sacramento

DUTIES AND RESPONSIBILITIES – This is a challenging position in a fast-paced office. Under the general supervision/direction of the Director of Communications, the incumbent will formulate campaigns and media strategy, and be responsible for the implementation of these efforts. The incumbent will provide research and analysis to help effectively deliver the department's message to the mainstream and ethnic media, investors and consumers, interest groups, and constituency. Incumbent will write news releases, investor alerts, reports, brochures, fact sheets, and other related publications that use plain English to explain the department's policies and actions; respond appropriately and accurately to reporters' telephone and e-mail inquiries; research the more complex issues/problems at the media's request; coordinate media interviews, news conferences, and public workshops; write management summary reports on public affairs activities; media analysis, and special reports to identify and explain emerging industry issues.

DESIRABLE QUALIFICATIONS

- ◆ Prior government experience as a Public Information Officer, or experience in public relations, media relations, or journalism is highly desirable.
- ◆ General knowledge of Department of Corporations and its constituency regulatory programs.
- ◆ Ability to develop and maintain relationships with business media reporters.
- ◆ Well-developed analytical, organizational, and research skills including the ability to collect data by phone and via the Internet.
- ◆ Excellent writing and grammatical skills.
- ◆ Ability to produce competent completed staff work given general written/oral directions and tight deadlines.
- ◆ Ability to analyze analytical reports, legal documents, and present ideas and information effectively both orally and in writing.
- ◆ Ability to organize, effectively prioritize and accomplish multiple tasks.
- ◆ Maintain confidentiality, initiative and tact.
- ◆ General familiarity with the use of computer systems and software including the Windows operating system, Word, Power Point, and Excel.
- ◆ Dependable with good work habits.
- ◆ Ability to listen effectively, accurately assess issues and make recommendations about the best possible solution(s).
- ◆ Work well independently as well as within a team.
- ◆ Willingness and ability to accept increasing responsibility.

WHO MAY APPLY –EMPLOYEES WHO ARE CURRENTLY AT THE AGPA LEVEL, THOSE WITHIN TRANSFER RANGE, OR INDIVIDUALS WITH LIST ELIGIBILITY WHO ARE REACHABLE (IN THE TOP THREE RANKS), AND EMPLOYEES WITH SURPLUS OR SROA STATUS IN THIS CLASSIFICATION IS ENCOURAGED TO APPLY. For further technical information regarding the position, please contact Susie Wong at (916) 322-7180 or CALNET 8-492-7180. **PLEASE SEND A COMPLETED APPLICATION TO THE PERSON AND ADDRESS PROVIDED BELOW.** (Please include your social security number for eligibility verification and indicate RPA #05-PA05001 under the job title).

SUBMIT APPLICATION AND RESUME TO:

Department of Corporations
Attn: Human Resources Office (#05-PA05001)
1515 K Street, Suite 200
Sacramento, CA 95814
(916) 327-8914 or CALNET 8-467-8914

RPA #05-PA05001 dn

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.